



MEMORANDUM

URGENT

DATE: July 14, 2004

TO: District Superintendents, Charter School Administrators

FROM: Brian Owin, Acting Deputy Associate Superintendent, Research and Evaluation

SUBJECT: Determination of Adequate Yearly Progress (AYP) for Schools and Districts/Local Educational Agencies

In accordance with the No Child Left Behind Act of 2001, the Arizona Department of Education (ADE) will determine adequate yearly progress (AYP) for all schools and districts/local educational agencies (LEAs).

The following timeline details the events associated with the determination of AYP for schools and districts/LEAs:

August 2, 2004: The ADE will release preliminary AYP determinations for schools and districts/LEAs through the Common Logon. This preliminary AYP release for schools and districts/LEAs is considered by the Department to be embargoed data not subject to public release.

August 2, 2004 to August 10, 2004: (5:00 pm) The ADE will accept statistical and substantive appeals for school and district/LEA determinations. In order to file an appeal with the Department, a school and/or district/LEA must complete the appeals application located on the Common Logon. ***The ADE will not review any appeals submitted after the 5:00 pm deadline on August 10, 2004.***

School and District/LEA administrators appealing an AYP determination must clearly articulate the issue(s) they believe merits an appeal. School and District/LEA administrators must submit evidence that the issue(s) they believe merits an appeal directly resulted in a significant decrease in student academic achievement as demonstrated on AIMS and/or a decrease in student attendance during the administration of AIMS.

School and District/LEA AYP determinations are distinct determinations and therefore schools and districts/LEA's must issue

separate appeals for the two determinations if both are warranted. An appeal for one determination will not carry over to the other.

Detailed instructions on the appeals process are available on the common logon.

**August 11, 2004 to
August 27, 2004:**

The ADE will review all appeals submitted by schools and districts/LEAs and notify schools and districts/LEAs of any modifications made to the preliminary AYP determination resulting from the appeals process.

September 1, 2004:

Release of final AYP determinations for schools and districts/LEAs.

If you have any questions regarding the AYP determination timeline for schools and districts/LEAs detailed in this memorandum, contact the achieve e-mail address at achieve@ade.az.gov or call (602) 542-5151.